


<p><b>Garswood Primary School</b></p>  <p><b>Person Specification</b></p> <p><b>Post: CARETAKER</b></p>	<p><b>PLEASE DENOTE</b>  <b>E = Essential</b>  <b>D = Desirable</b></p>	<p><b>Where Measured</b></p>
<p><b><u>Knowledge</u></b>            Knowledge of basic Health &amp; Safety Procedures and hazards            Knowledge of the risk assessment process</p>	<p>E E</p>	<p>Application Form / Interview            Interview/Task</p>
<p><b><u>Skills</u></b>            Basic DIY Skills            Ability to organise and prioritise workload for self and others            Ability to communicate with staff/public at all levels            Ability to undertake routine paperwork            Ability to motivate staff to work as a team            Ability to clean to an excellent standard            Ability to maintain the grounds            Ability to respond quickly and implement emergency procedures</p>	<p>E E E E E E E E</p>	<p>Application Form            Interview            Interview/ References            Application Form / Interview            Interview            Application Form/reference            Application Form            Application Form/Task</p>
<p><b><u>Experience</u></b>            Experience of the Cleaning Industry            Experience of working in an environment with children</p>	<p>D D</p>	<p>Application Form            Application Form</p>
<p><b><u>Qualifications</u></b>            BIC's Level 1 &amp; 2 or NVQ Level 1 &amp; 2 in cleaning</p>	<p>D</p>	<p>Application Form</p>
<p><b><u>Qualities</u></b>            Enthusiastic and friendly            Organised and tidy            Self motivated            Flexible and keen to impact on ensuring the smooth running of the school            Efficient            Professional            Honest and trustworthy</p>	<p>E E E E E E E</p>	<p>Interview/References            Application form/Interview/References            Application Form/Interview/References            Interview/Reference            Interview/Reference            Interview/Reference            Application Form/reference</p>

<p><b><u>Other Circumstances</u></b>          Must be able to work as part of a team in a very busy environment          Able to adapt and work in accordance with the lone worker policy          Must be able to maintain paperwork in an organised systems          Committed to ongoing professional development          Must hold full and current Driving Licence</p>	<p>E E E E D</p>	<p>Application Form/References          Interview          Application Form / Interview/task          Application Form / Interview          Application Form</p>
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